Video Conferencing in the primary classroom

A FlashMeeting User Guide

What is FlashMeeting?

FlashMeeting is a powerful audio/video meeting application that enables users to meet "on-line" with other users from anywhere in the world. A simple to use classroom tool, FlashMeeting can support a wide range of speaking and listening activities that include:

- News Reporting
- Interviewing
- Improving language speaking skills
- Establishing links with other schools (Yr 6/7 Transition Projects)

Why is FlashMeeting an effective tool to use in the primary classroom?

FlashMeeting is a secure and reliable web-based application that can be quickly set-up for use in a primary classroom. Enabling teachers and children to record, and playback interviews, it can be used effectively by staff and pupils to gather information and review learning.

Other FlashMeeting tools to support learning include:

- An easy to use Broadcast button to start and stop recordings
- A simple queuing system to indicate when it your turn to speak
- An easy to use Text chat facility to talk to others while watching a broadcast
- A simple share URL option to enable all users to view a web page at the same time
- A vote and 'Emoticon' options to enable users to share their opinions and feelings
- A countdown timer to show the time remaining in the broadcast
- A simple booking procedure to manage all meetings
- The facility to record meeting for easy web replay

For further information about using FlashMeeting visit the FlashMeeting website:

http://flashmeeting.e2bn.net/index.html

Or contact:

Philip Bracegirdle
Key Stages 1 and 2 HOS Consultant

E-mail: philip.bracegirdle@kent.gov.uk

ASK AdvisoryServiceKent

FlashMeeting

FlashMeeting is a simple to use videoconferencing system, designed by the Open University. It runs in a normal web page and can be used to communicate with other Internet users. FlashMeeting can be accessed from home or school.

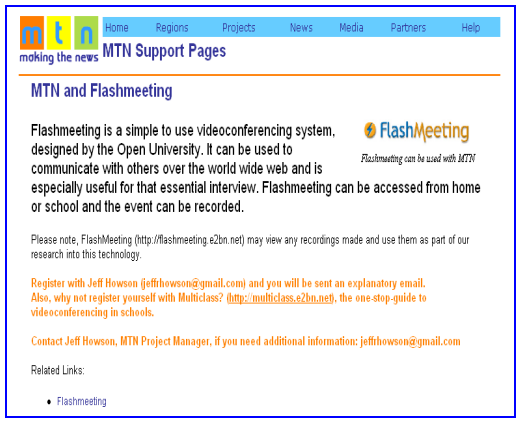
How to Register

1. Log-on to the Making the News home-page: http://kmi4schools.e2bn.net/segfl_central/

2. Select the link **Use FlashMeeting to Videoconference**

3. Register with Jeff Howson

   jeffrhowson@gmail.com

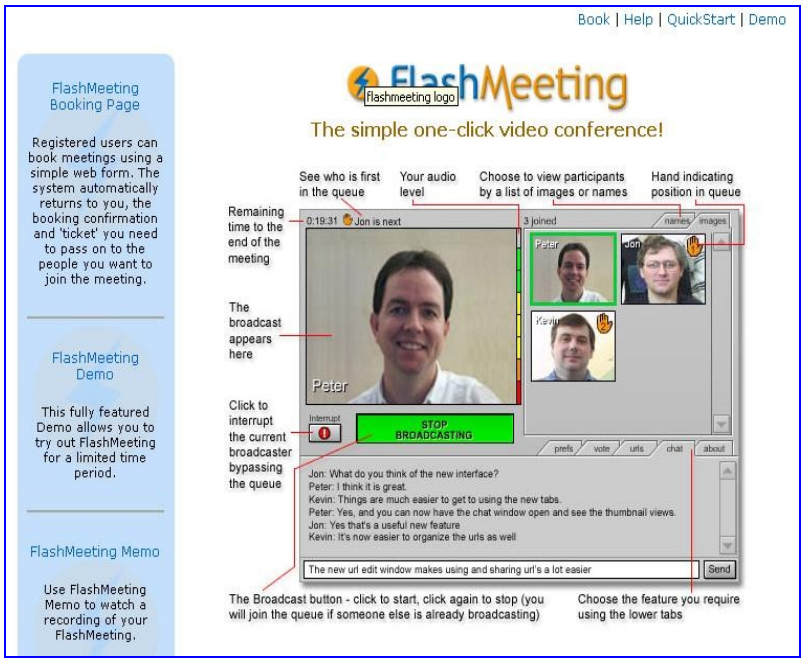

Home
Regions
Projects
News
Media
Partners
Help
making the news
MTN Support Pages
MTN and Flashmeeting
Flashmeeting is a simple to use videoconferencing system, designed by the Open University. It can be used to communicate with others over the world wide web and is especially useful for that essential interview. Flashmeeting can be accessed from home or school and the event can be recorded.
FlashMeeting
Flashmeeting can be used with MTN
Please note, FlashMeeting (http://flashmeeting.e2bn.net) may view any recordings made and use them as part of our research into this technology.
Register with Jeff Howson (jeffrhowson@gmail.com) and you will be sent an explanatory email.
Also, why not register yourself with Multiclass? (http://multiclass.e2bn.net), the one-stop-guide to videoconferencing in schools.
Contact Jeff Howson, MTN Project Manager, if you need additional information: jeffrhowson@gmail.com
Related Links:
Flashmeeting

4. New users will receive an e-mail to confirm the registration process is complete. Following receipt of e-mail "log-on" to the FlashMeeting site: http://FlashMeeting.e2bn.net/

5. To receive your **password** click on "book a session"

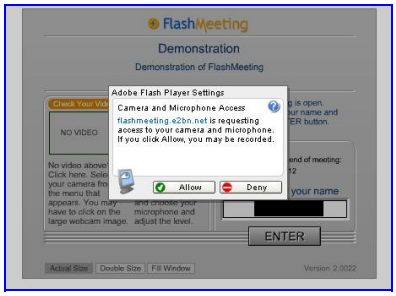
6. **Enter your e-mail** and select "e-mail a new password"

   A new password will be forwarded to your e-mail account.


Book | Help | QuickStart | Demo
FlashMeeting Booking Page
Registered users can book meetings using a simple web form. The system automatically returns to you, the booking confirmation and 'ticket' you need to pass on to the people you want to join the meeting.
FlashMeeting Demo
This fully featured Demo allows you to try out FlashMeeting for a limited time period.
FlashMeeting Memo
Use FlashMeeting Memo to watch a recording of your FlashMeeting.
flashmeeting logo
The simple one-click video conference!
See who is first in the queue
Your audio level
Choose to view participants by a list of images or names
Hand indicating position in queue
Remaining time to the end of the meeting
0:19:31
Jon is next
3 joined
names
images
Peter
Jon
Kevin
The broadcast appears here
Click to interrupt the current broadcaster bypassing the queue
Interrupt
STOP BROADCASTING
prefs
vote
urls
chat
about
Jon: What do you think of the new interface?
Peter: I think it is great.
Kevin: Things are much easier to get to using the new tabs.
Peter: Yes, and you can now have the chat window open and see the thumbnail views.
Jon: Yes that's a useful new feature
Kevin: It's now easier to organize the urls as well
The new url edit window makes using and sharing url's a lot easier
Send
The Broadcast button - click to start, click again to stop (you will join the queue if someone else is already broadcasting)
Choose the feature you require using the lower tabs

Viewing the "On-Screen" Demo

Ensure before commencing the demo that the Microphone and webcam are attached to your PC



- Select the Demo option displayed on the **homepage**

- Select **"Allow"** to enable camera and microphone access

(You will now see the webcam image on the screen)

Size of Screen Image

To select the appropriate image size choose either **Actual Size** or **Fill Window**

(If you select Fill Window the program will ask you again to log-in before you can continue the conference)

Adjusting the Settings

How do you improve the quality of the sound or image?

How do I stop others viewing my videoconference?

How can I increase the size of my FlashMeeting web folder?

To adjust Adobe Flash Player Settings right-click on the webcam image displayed on the screen

The following box will appear

To change one or all of the Settings click the appropriate icon

Privacy – enables FlashMeeting To record your videoconference for you to view later

Enables the user to increase/decrease The size of the FlashMeeting file on your computer

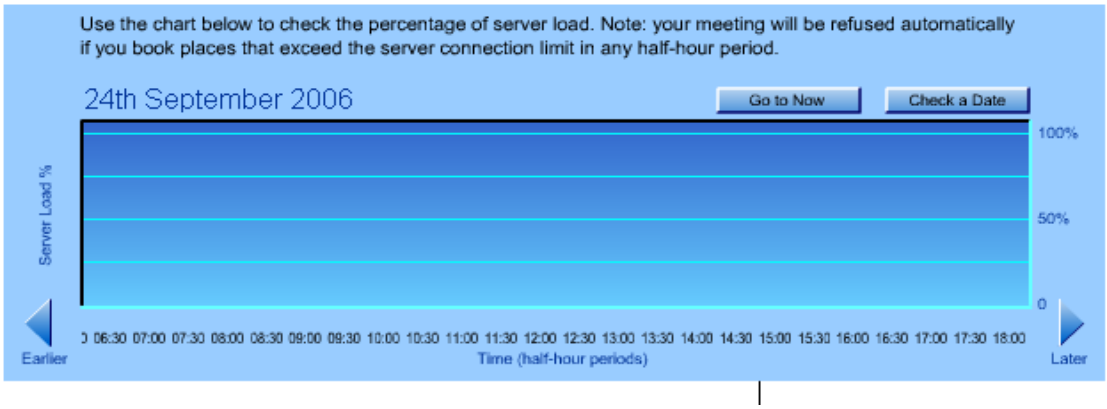
Enables the user to adjust the level of the "on-screen" microphone

Enables the user to select a different webcam

Booking a Session

Before booking a Videoconferencing session we recommend that schools and teachers view the **Quick Start Guide** and **"on-screen" Demo**.

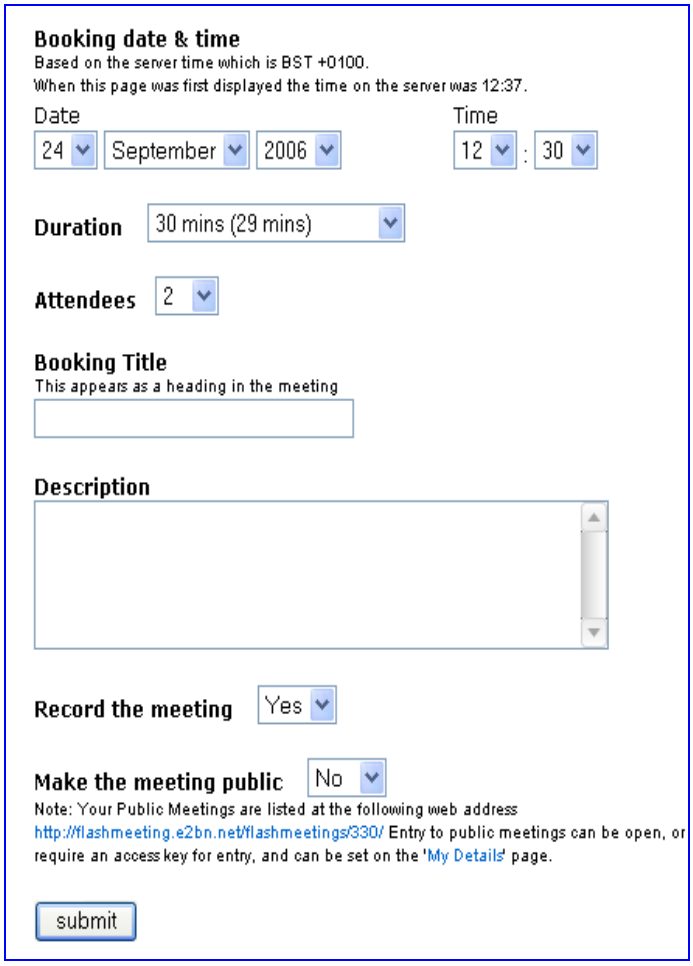
The FlashMeeting server only supports a certain number of individual places at any one time, so the bars on the chart below indicate the load on the server in any half hour period. The higher the bar the greater the number of places booked. If the bar is at 100% for part of the time period you want, then you will not be able to book a meeting.


Use the chart below to check the percentage of server load. Note: your meeting will be refused automatically if you book places that exceed the server connection limit in any half-hour period.
24th September 2006
Go to Now
Check a Date
Server Load %
100%
50%
0
Earlier
Later
Time (half-hour periods)

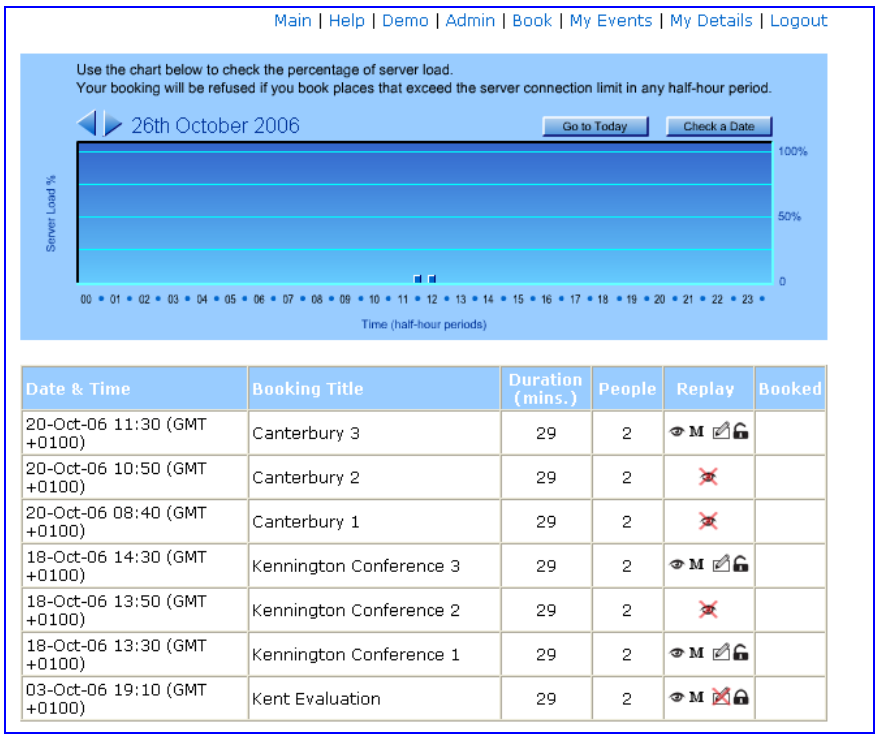
To book a session the user must **complete** and **submit** the "on-screen" booking

Before submitting the application form the user must provide the following information

- Date and Time of planned Conference
- Number of participants
- Duration of session
- Booking *Title (name of meeting)*
- Description of Videoconferencing activity
- A request for the meeting be recorded for subsequent viewing
- Confirmation that the meeting can / can not be made public to other users


Booking date & time
Based on the server time which is BST +0100.
When this page was first displayed the time on the server was 12:37.
Date
Time
24
September
2006
12
30
Duration
30 mins (29 mins)
Attendees
2
Booking Title
This appears as a heading in the meeting
Description
Record the meeting
Yes
Make the meeting public
No
Note: Your Public Meetings are listed at the following web address
http://flashmeeting.e2bn.net/flashmeetings/330/ Entry to public meetings can be open, or require an access key for entry, and can be set on the 'My Details' page.
submit

Confirmation of Booking


Main | Help | Demo | Admin | Book | My Events | My Details | Logout
Use the chart below to check the percentage of server load.
Your booking will be refused if you book places that exceed the server connection limit in any half-hour period.
26th October 2006
Go to Today
Check a Date
Server Load %
100%
50%
0
00 • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 10 • 11 • 12 • 13 • 14 • 15 • 16 • 17 • 18 • 19 • 20 • 21 • 22 • 23 •
Time (half-hour periods)

Date & Time	Booking Title	Duration (mins.)	People	Replay	Booked
20-Oct-06 11:30 (GMT +0100)	Canterbury 3	29	2	M	
20-Oct-06 10:50 (GMT +0100)	Canterbury 2	29	2		
20-Oct-06 08:40 (GMT +0100)	Canterbury 1	29	2		
18-Oct-06 14:30 (GMT +0100)	Kennington Conference 3	29	2	M	
18-Oct-06 13:50 (GMT +0100)	Kennington Conference 2	29	2		
18-Oct-06 13:30 (GMT +0100)	Kennington Conference 1	29	2	M	
03-Oct-06 19:10 (GMT +0100)	Kent Evaluation	29	2	M	

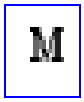
To confirm your session is booked click on the **My Events** box at the top of the screen to list all your booked sessions.

The most recently booked session should appear at the top of the table.

The symbols in the Replay Box

These symbols enable the user to view and edit the recording of the videoconference and add their own written commentary

Replay video



View minutes of meeting

Edit replay (add own “on-screen” notes to meeting)

“lock” and “unlock” conference for other FlashMeeting users to view

E-mail confirmation

To enable other users to participate in the planned conference you will receive on receipt of the “on-line” booking form an e-mail confirmation.

Containing the unique URL addresses for the planned conference and playback option this message must then be forwarded to the other users you plan to invite to join the session

A booking has been made for 20-Oct-06 at 11:30 (GMT +0100) and lasting 29 minutes.
This booking is for 2 people to use the application FlashMeeting
To enter this event directly use the following address:
http://flashmeeting.e2bn.net/fm/index.php?pwd=24eb62-673

Alternatively you can use the following address
http://flashmeeting.e2bn.net/fm/index.php
and then type in the room name "fm673" and the password "24eb62-673"
where requested

THIS MEETING IS SET TO BE RECORDED

Access to replay:

Once the meeting has been completed access to the recording is in a similar manner to the meeting itself i.e. via a web page.

The address for the replay will be:
http://flashmeeting.e2bn.net/fm/memo.php?pwd=24eb62-673

How to Conference using FlashMeeting

Ensure before the planned conference begins your camera and microphone are attached and working

- To commence the conference click on the URL Address stated in the confirmation e-mail
- *The following page will appear*
- Select the screen size (Actual or Fill Window)
- Enter the unique "Room Number" and "password"
- *Click "Log-in"*

- Click Allow to enable FlashMeeting to access your webcam and microphone

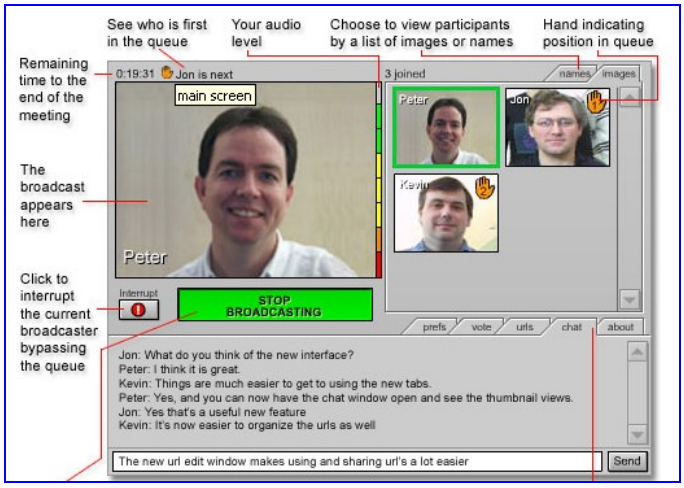
- To join the conference now click Enter
- Your webcam image and that of your partners will now be displayed on the screen

What must do I do to speak and be heard by others?

- Before speaking you must click on the Interrupt button *(the person speaking is always displayed in the large box on the left hand side of the screen. After you have spoken someone else will click the Interrupt button and then their image will be displayed in the large box.)*

Taking Turns to speak when there are more than two users - what does the Join Broadcast button do?

- The green **"Join Broadcast"** option enables users to manage a conference involving several parties
- Each time the **Broadcast button** is **clicked** a small box with the image of that user will be displayed on the right hand side of the screen
- Inside each box will be displayed a **numbered orange hand**
- When the person in the large box **stops talking** the **next numbered box** will open to enable that user to talk to the group


See who is first in the queue
Your audio level
Choose to view participants by a list of images or names
Hand indicating position in queue
Remaining time to the end of the meeting
The broadcast appears here
Click to interrupt the current broadcaster bypassing the queue
0:19:31
Jon is next
main screen
3 joined
names
images
Peter
Jon
Kevin
Peter
Interrupt
STOP BROADCASTING
prefs
vote
urls
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Jon: What do you think of the new interface?
Peter: I think it is great.
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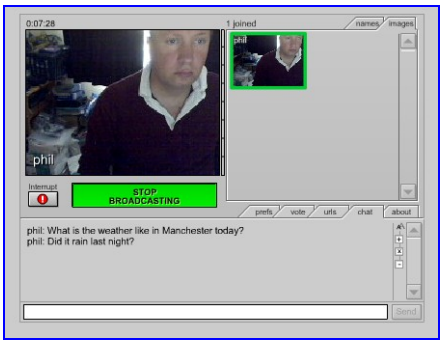
Jon: Yes that's a useful new feature
Kevin: It's now easier to organize the urls as well
The new url edit window makes using and sharing url's a lot easier
Send

How can I use the web chat option?



- To **access** the web chat option click on the **chat box**
- A **white bar** will appear on the screen
- Enter your **text message** and press **return**
- The text is now displayed on the screen for others to read

Other Videoconferencing Options

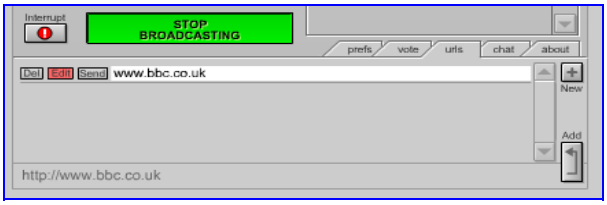
"On-Line" Voting

- To vote on an issue users can select the vote option

- To take part in an "on-line" voting activity each user should click either the YES, NO or ABSTAIN box. The total number of votes cast will then be displayed on the screen.

Do you want everyone in the conference to be able to view the same web page while you are talking?

- To enable all users in a conference to view the same web page the Broadcaster (person speaking) can select the URLS option from the "on-screen" menu
- *The following box will now appear*
- The Broadcaster (speaker) can now enter the chosen URL

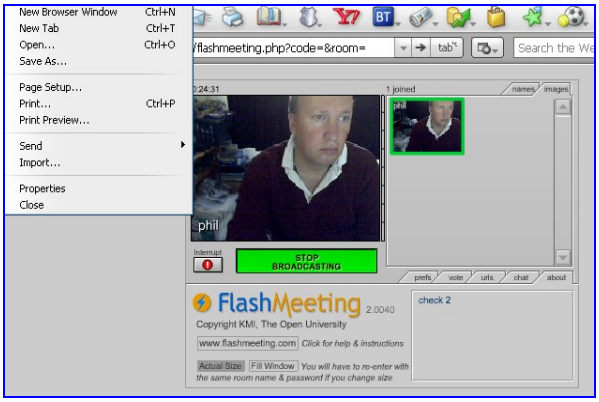


- Pressing enter will now display the chosen web page on the screen of all users

How do I finish a conference meeting?

If a conference finishes early:

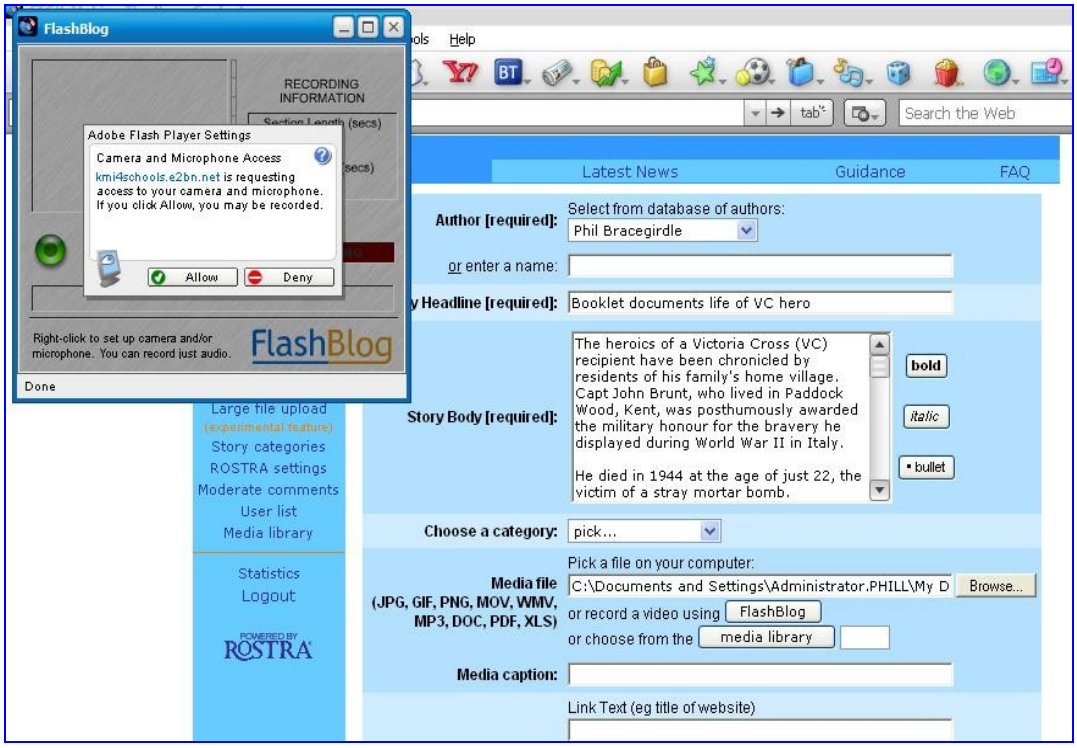
- Click the green Stop Broadcasting button
- Then click on file and select close to exit the application



- The conference can then be viewed by opening the URL address you received in the confirmation e-mail and typing in the room name and password

Using FlashBlog to add a video commentary to a Making the news report

FlashBlog enables the user to record a video message that can be viewed when a story is displayed on the screen. However before using this application and displaying images of children on the Internet schools must ensure parent/s are consulted and agree to there children taking part in such activities.


FlashBlog
RECORDING INFORMATION
Adobe Flash Player Settings
Camera and Microphone Access
kmi4schools.e2bn.net is requesting access to your camera and microphone. If you click Allow, you may be recorded.
Allow
Deny
Right-click to set up camera and/or microphone. You can record just audio.
FlashBlog
Done
Help
Search the Web
Latest News
Guidance
FAQ
Author [required]:
Select from database of authors:
Phil Bracegirdle
or enter a name:
Headline [required]:
Booklet documents life of VC hero
Story Body [required]:
The heroics of a Victoria Cross (VC) recipient have been chronicled by residents of his family's home village. Capt John Brunt, who lived in Paddock Wood, Kent, was posthumously awarded the military honour for the bravery he displayed during World War II in Italy.
He died in 1944 at the age of just 22, the victim of a stray mortar bomb.
bold
italic
bullet
Large file upload
(experimental feature)
Story categories
ROSTRA settings
Moderate comments
User list
Media library
Statistics
Logout
POWERED BY ROSTRA
Choose a category:
pick...
Media file (JPG, GIF, PNG, MOV, WMV, MP3, DOC, PDF, XLS)
Pick a file on your computer:
C:\Documents and Settings\Administrator.PHILL\My D
Browse...
or record a video using
FlashBlog
or choose from the
media library
Media caption:
Link Text (eg title of website)

- Select **record a video**
- Select **"Allow"** to enable camera and microphone access
- The web **camera** will now **display** an image of the subject on the screen
- To **start, stop, view** and **save** a recording click on the buttons below

Click on the record button to commence

Stop the FlashBlog

View a recording

Save a recording

- **Please note:** Clicking on the **Save a Recording** button will **close** the FlashBlog window

- An account number will now appear in the **Media Library** box

- To view the FlashBlog click on the Save and Preview box at the bottom of the screen page

- *The story with accompanying video file will now be displayed on the screen*

making the news
Latest News
Guidance
FAQ
re-edit story
publish story
Booklet documents life of VC hero
Phil Bracegirdle 24 Sep 2006
The heroics of a Victoria Cross (VC) recipient have been chronicled by residents of his family's home village.
Capt John Brunt, who lived in Paddock Wood, Kent, was posthumously awarded the military honour for the bravery he displayed during World War II in Italy.
He died in 1944 at the age of just 22, the victim of a stray mortar bomb.
Click movie to play
Kent VC Hero
Now a new booklet marking the VC's 150th anniversary covers Capt Brunt's early life in Shropshire and the naming of a pub after him in Paddock Wood.
"All For Valour" was written by Richard Snow, with about 20 villagers contributing their memories, and will raise money for a disability charity based at nearby Pembury Hospital.
The booklet's publication was marked at The John Brunt VC pub
Mr Snow said: "He actually said: 'I'm going to win the VC'. It was actually an ambition.
"He was holding a house and he went out and fought off the Germans, leapt onto a tank, one of these really heroic stories.
"He got through all that and repulsed the Germans, but the next day while he was resting he was killed by a stray mortar bomb.
"He never actually knew that he'd won the VC."
Councillor Elizabeth Thomas, from Tunbridge Wells Borough Council, said: "He spent a lot of his summers here [Paddock Wood] and there are many, many stories that people have to tell."

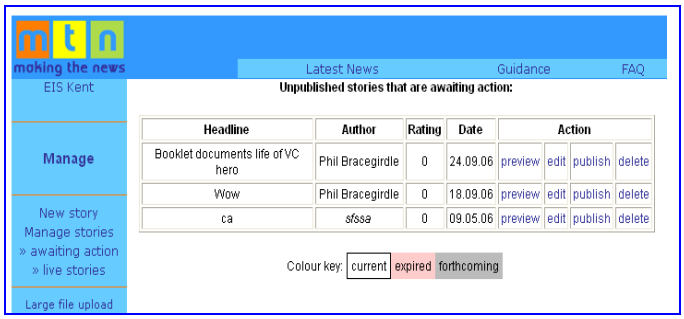
- To view and listen to the FlashBlog click on the "on-screen" image

- Editing or Deleting a FlashBlog

- To delete a FlashBlog select re-edit story and delete the appropriate video

- To add a second FlashBlog select re-edit story and again select the FlashBlog option box

Notice for Teachers



- To publish a news story with a FlashBlog

- Select the manage a story option and then click Publish

- The story can now be viewed on the school's own MTN web-page

Please note: parental consent must be given for photographs and videos of children to be published on the Internet

For further information about Internet safety click on the web-link below:

http://www.kented.org.uk/ngfl/ict/safety.htm

FlashMeeting

User Notes

Using FlashMeeting Presenter in the classroom

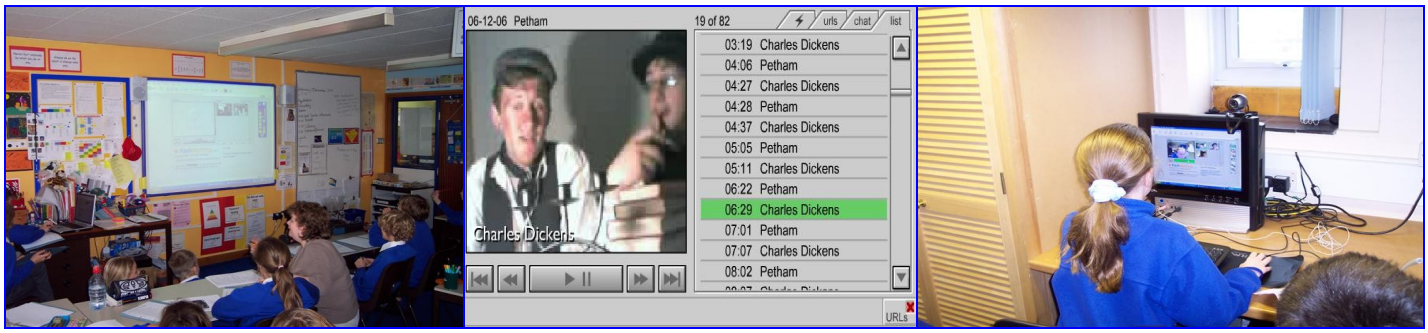
A Guide for Teachers

Flashmeeting is a low-cost, entry level Videoconferencing system developed by the Open University. While not suitable for all conferences it is an excellent introduction to videoconferencing as it requires few technical resources to set up and can be used for face-to-face meetings with multiple participants.

FlashMeeting Presenter

Presenter enables users to create “slide Presentations” for participants to view during a conference. These Presentations” appear on the “screen” whiteboard which the host and participants (with a Flashmeeting log-in) can access to “post” annotated messages for others to read. A simple to use “free” web based application, FlashMeeting Presenter offers the opportunity for schools and learners to take part in a wide range of exciting collaborative projects.

Created for teachers the “The FlashMeeting Presenter Guide” provides step by step instructions on how to create and display presentations for others to view. However, for information about booking and participating in a FlashMeeting conference download the **Kent NGfL FlashMeeting User Guide** http://www.kented.org.uk/ngfl/flashmeeting/Flash%20Meeting.doc or visit the **FlashMeeting web-site** http://flashmeeting.e2bn.net/l to view the “on-line” help pages.



Section 1	Using FlashMeeting and Presenter in the Classroom
Section 2	FlashBoard Presenter Tools
Section 3	How to How to create a new FlashBoard Presentation
Section 4	Adding images to a Flashboard Presentation

September 2007

Using FlashMeeting and FlashMeeting Presenter in the Classroom

Participants who 'Sign In' to a FlashMeeting can create content on the FlashBoard. Everybody sees and has access to the contents of the whiteboard although 'Guests' can only view it. The controls are situated at the bottom of the whiteboard window.

FlashMeeting and FlashMeeting Presenter are excellent "tools" to promote collaboration between schools and groups of learners. Teachers and children can use the application to support a wide range of activities that include:

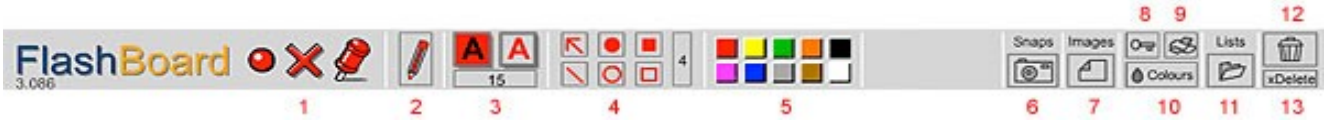
Peer Conferencing	Flashmeeting is an effective tool to promote 1-1 and small group discussion. Examples include using the application to develop children's language speaking skills http://www.kented.org.uk/ngfl/flashmeeting/dover/index.htm and to foster "transition" links between primary and secondary schools.
"Ask an Expert"	An excellent opportunity for children to ask adults questions about their chosen subject http://www.kented.org.uk/ngfl/flashmeeting/dickens/index.htm . Children can later use the playback facility to review the conference and inform future learning.
Online Teaching	The Presenter Board enables teachers to display images and text on the screen for children to read and view. Children viewing the session can then use the "posting" and web text tools to ask and answer questions "online."
Live Streaming	Use FlashMeeting to relay and record live events. Replaying earlier conferences enables children to then realise how materials and living things change in appearance over a period. Examples of live videoconferencing projects include: The SEGFL "Birdbox" Project http://www.segfl.org.uk/birdbox/ The Grid "ChickCam" Project http://www.thegrid.org.uk/learning/ict/ks1-2/research/goodpractice/casestudies/whitehill.shtml
Re-visiting the Past	Children can use FlashMeeting to interview historical figures about past events. Sessions might include an interview with a WW1 soldier http://www.nationalarchives.gov.uk/educationservice/ or a famous historical figure (e.g. Winston Churchill, Samuel Pepys of Florence Nightingale.)
Jobs and Occupations	Simple to set-up and use children can use FlashMeeting to interview and speak to members of the public about the work and roles they perform. Successful projects in the past have included interviews with Hospital, Highways Agency and Museums and Library staff.
Simulations and Events	Consider using FlashMeeting to create a problem for children to solve. Where in the town should the new "by-pass" or Community Centre be situated? Arrange for local professionals to record messages or participate in "online" discussions.

For more resources and information about using FlashMeeting contact:

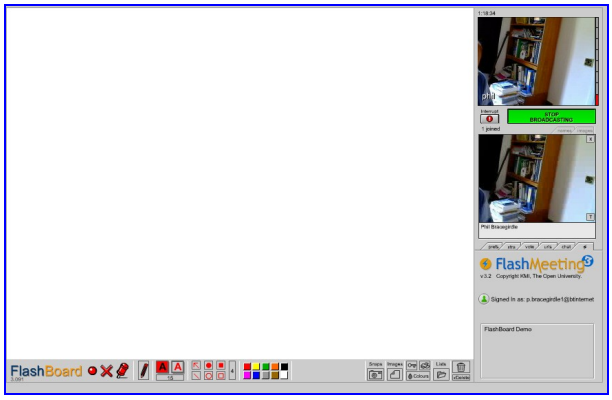
Philip Bracegirdle Advisory Service Kent "Hands on Support" ICT Consultant

E-mail: philip.bracegirdle@kent.gov.uk

FlashBoard Presenter Tools



The Presenter Tools are located at the bottom of the screen. The tools can be used during a “live” videoconference by both the “host” and any participants who have “signed in” using their FlashMeeting log-in. Participants who do not have a log-in can view the Presentation but can not use the tools to record any comments on the whiteboard.



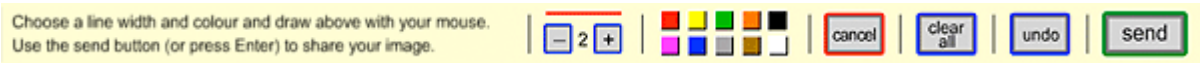
List of FlashMeeting Presenter Tools

1. **Pins**

   There are three types of pins. These can be dragged and positioned anywhere on the Whiteboard to highlight a word or image.

2. **Freehand Drawing**

   Select the freehand drawing window to draw lines with your mouse. Any drawings will not be seen by other participants until you press the Send button.


Choose a line width and colour and draw above with your mouse.
Use the send button (or press Enter) to share your image.
2
cancel
clear all
undo
send

   Users can change the colour or thickness of the line by clicking on one of the colour boxes or the + and – keys.

3. **Text Boxes**

   To add texts drag either the coloured or clear Text box on to the screen. The size of the text can be changed by clicking on the + and - keys positioned above the box.

4. **Shapes**

   Click on the chosen icon before dragging the mouse on to the whiteboard to add a line or shape.

5. **Colour Pallet**

   Use the pallet box to change either the colour in a Text box or the colour of a shape.

6. **Snaps**

   The “Snaps” option enables participants to capture and store jpeg images of the Whiteboard for viewing at a later date and sharing with others.

7. **Images**

   Click the Image button to select and display on the Whiteboard a jpg stored on your computer. Images when loaded and displayed on the whiteboard will appear beneath any text or objects.

   Note: *Only one background image can be loaded at a time. Jpeg images should not exceed 800x600 pixels.*

8. **Local Lock**

   The “Local lock” option ensures that text; images and lines on the Whiteboard can not be accidentally moved or deleted.

   Note: *Selecting the “local lock” option does not prevent other participants from being able to move and delete objects you have created.*

9. **Print**

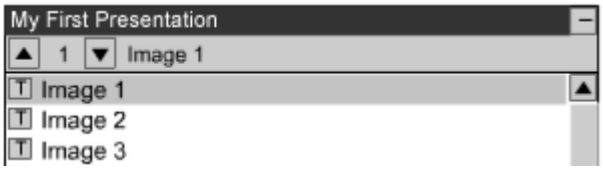
   Select this option to print all information displayed on the Whiteboard.

10. **Colours**

    This option enables users to create additional colours using the “floating” palette. All new colours are stored in the empty boxes next to the mixing pallet.

11. **Lists**

    This option enables users during a conference to load and display slides from a Flashboard presentation they have created.



    Note: *The “*T” *next to each image enables the user to independently view the slide without showing it to other participants.*

12. **Delete**

    The delete option enables the user to delete a selected object.

13. **Delete all objects**

    The **xdelete** option enables the user to instantly delete a group or all objects.

How to create a new FlashBoard Presentation

Presentations consist of **slides** that have been **uploaded** and **saved** in the users **FlashMeeting "Work Area**."

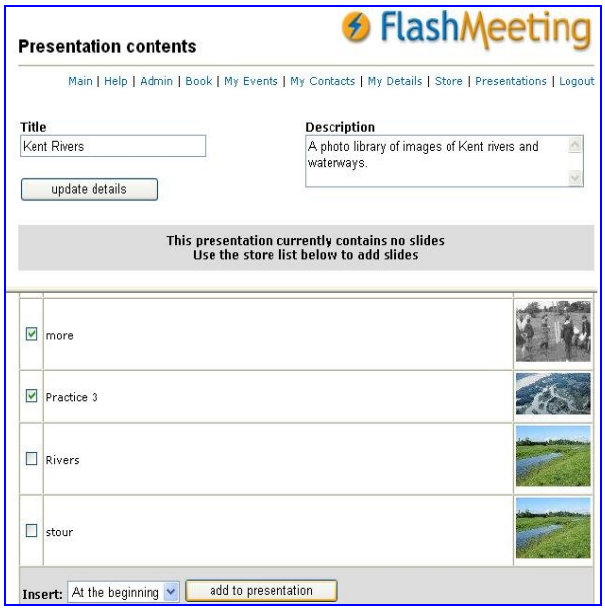
Click on Store to display the **FlashBoard Store page**.

- Now select the **Presentations** folder displayed at the **top of the screen**.

  - The **Presentation library folder** will now be displayed
  - To **add a new Presentation** to the library select **create new presentation**

Create a new presentation
FlashMeeting
Main | Help | Admin | Book | My Events | My Contacts | My Details | Store | Presentations | Logout
Title
Kent Rivers
Description
A photo library of images of Kent rivers and waterways.
create presentation

- Proceed to add details to the boxes **Title** and **Description**
- Now click on C**reate Presentation**



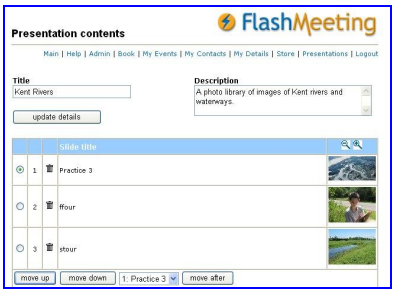
- The **Contents** window will be displayed
- To **add an image/s to the new Presentation** highlight the chosen image and **click** on **add to Presentation**
- The **selected images** will now appear at the **top of the screen** in the P**resentation**

- To add **further images** to the **Presentation** repeat the process by selecting other images from the Image Library

Editing a Presentation

- To **edit** a previously created **Presentation** open the **Presentations folder**

- **Select** the **Presentation** to be **edited** by clicking on the **Edit icon**



- The **Contents page** will now be displayed on the screen

Changing the position of a slide in a Presentation

- To change the position of any slide simply **highlight the slide** to be moved and click on **Move Up** or **Move Down** box to reposition the slide

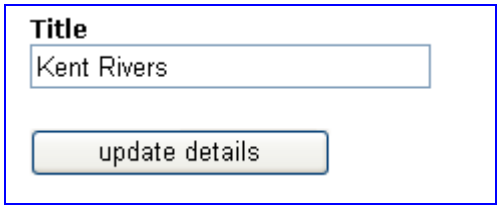
To delete an image from a Presentation

- **Click** on the **waste bin next** to the chosen image

- The selected image will be immediately removed from that Presentation (*note: clicking on the waste bin next to the image while removing that image from the Presentation will not remove the slide from the Image Library*.)

How to save an edited Presentation?

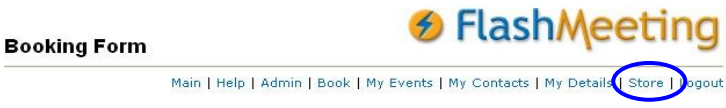
- To save an edited Presentation click on **update details**



Adding images to a Flashboard Presentation

Before **adding images** to a **Flashboard Presentation** the user must first **upload** and add the images to their **Image Library**.

To add images to your image library **"log-in"** and select **store**



- The **FlashBoard Store page** will now be displayed on the screen
- **Click** on **add new item** to add a new image to the library
- The page below will now be displayed on the screen

FlashBoard Store
FlashMeeting
Main | Help | Admin | Book | My Events | My Contacts | My Details | Store | Presentations | Logout
Add a new image file
Title for this item
Little Stour
Description
A picture of the river near Seaton Mill.
Image file
(must be a JPEG image)
C:\Documents and Settings\Administra
Browse...
add the image

- Proceed to **select and upload an image** from your PC, laptop or flash pen
- **Name the selected image** and provide a **brief description**
- Click on **add an image** to **upload** and add the image to your **image library**

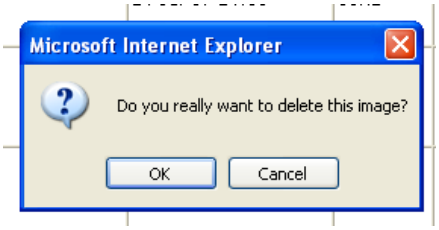
- The **new image** will now appear in the image library

- To **add additional images** to the library repeat the process. Users can store up to 20 megabytes in their Image library.

How to edit or delete an uploaded image

- To **edit the title or change the description** click on the **pen icon** next to the image
- Proceed to **Edit the entry** and click on **update** to save all changes

- To **delete an image** click on the **waste bin icon** adjacent to the selected image



- The following box will appear on the screen
- Select OK to **confirm** your selection and to **remove** the image from the **Image library**